Truck Body RFQ Checklist

A practical worksheet for refrigerated, insulated and dry-freight body enquiries. Complete what is known, mark assumptions clearly, and attach drawings or photographs where available. You do not need to provide every answer before starting a technical discussion.

01 Project and operating requirement

Use one sheet per body specification or fleet configuration.

Company / project	Legal or trading name; project name; technical and commercial contacts
Destination	Country and port / city of use or delivery; required delivery window
Vehicle / chassis	Make, model, wheelbase, cab-to-axle, GVW and chassis drawing number
Cargo and duty cycle	Cargo type; loading condition; route length; stops and door openings per shift
Quantity	Prototype quantity, batch quantity and expected annual requirement

02 Body specification

State required values rather than copying a catalogue value that has not been confirmed for the application.

■	Body type and delivery format	Refrigerated / insulated / dry freight; CBU / SKD / CKD
■	Internal and external dimensions	Length × width × height in mm; identify which dimensions are fixed
■	Temperature requirement	Required cargo range, ambient range, pull-down expectations and monitoring needs
■	Panel construction	Preferred skin / core / thickness if known; otherwise mark “recommend”
■	Refrigeration unit interface	Existing or preferred unit, voltage, mounting and available chassis space
■	Doors and access	Rear / side doors, dimensions, quantity, hardware and sealing requirements
■	Floor, walls and interior	Floor finish, load or trolley requirement, lining, drains and protection
■	Subframe and mounting	Chassis interface, mounts, clearances and applicable drawing references
■	Auxiliaries and identification	Lighting, wiring, steps, mudguards, reflectors, labels and branding

Do not use this worksheet as a certification statement or a guaranteed thermal-performance specification. Destination regulations, cargo needs, chassis limits, unit selection and validated project documents govern the final design.

Attachments, Acceptance & Submission

Page 2 turns the requirement into a reviewable package. Reference attachment filenames in the table so commercial and technical teams evaluate the same revision.

03 Drawings, photographs and supporting files

■	Chassis drawing and data	Filename / revision / date; include mounting and obstruction details
■	Current body or layout drawing	Dimensioned PDF / DWG / image; mark dimensions that cannot change
■	Cargo photographs and packaging data	Package sizes, weights, airflow constraints and loading method
■	Refrigeration unit documents	Model, electrical requirements and installation drawing if already selected
■	Photos of installation space	Chassis, cab clearance, tail frame and any interfering equipment
■	Destination requirements	Known regulatory, inspection, customs or customer-document requirements
■	Reference sample or existing specification	Identify source and explain which features are required versus optional

04 Assembly, inspection and acceptance

Local assembly	Assembler location, team experience, lifting / bonding tools and available workspace
Required support	Drawing set, parts list, assembly instructions, remote or on-site support to be discussed
Inspection inputs	Dimensional checks, fit, seal, adhesion, appearance and functional checks to be agreed
Acceptance records	Photo record, inspection checklist, serial / batch reference and deviation closure
Open technical decisions	List assumptions, alternatives and items awaiting written confirmation

05 Commercial and logistics context

Incoterm and destination	Requested trade term; named port / place; consignee details when ready
Packing constraints	CBU / flat-pack preference, container limitation, unloading and storage conditions
Documentation	Required invoice, packing list, certificate / test documents — subject to applicability
Decision process	Technical approver, commercial approver, target order date and open questions

Submit for review

Web: ufonhk.com/contact/ • Email: vincent.pun@ufonglobal.cn • Phone / WhatsApp: (86) 190 0205 4256

Attach this worksheet and the referenced files. Clearly label preliminary assumptions. UFON can then review product fit, delivery format, missing engineering inputs and the documents needed for a project-specific quotation.